

**Minutes of the
Southwestern Special Service District Meeting**

held on

Thursday, April 2, 2015, 7:00 pm

At the Diamond Valley Fire Station

Diamond Valley, Utah

Board members present: Roland Smith, Vice Chair; Larry Meyers, Clerk; John Cazier, Treasurer; Jaron Hunt, Budget Officer. Not present: Cheryl Christensen, Chair

- I. Call to Order by Roland Smith
Invocation: Kade Beacham
Pledge of Allegiance: Mike Cummings
- II. Citizen comments and requests for future agenda items
A. Citizen comments: none.
- III. Approval of minutes (Clerk) and financial reports (Treasurer)
 - A. December 2014 work meeting minutes: motion by Larry to set on next month's agenda, second by John, approved unanimously
 - B. February 2015 regular meeting minutes: motion by Larry to set on next month's agenda, second by John, approved unanimously
 - C. March 2015 meeting minutes: motion to approve by Larry, second by Jaron, approved unanimously
 - D. February 2015 financial report: John provided copy of budget to each Board member, Chief Theobald requested advance copies of the monthly financial reports, John expressed concern about what should be released, referred to Little Manual which indicated that such records are normally public, John discussed the financial report, motion by John to approve, seconded by Larry, approved unanimously.
- IV. Business:
 - A. Review/approval of pending expenses (LN Curtis, stipends for WH volunteers, etc.):
John reviewed various checks for pending expenses which do not require Board approval.

Discussed LN Curtis 2013 & 2014 unpaid invoices, which are not included in the 2015 budget. Don Ruesch will follow up to verify the invoices. We'll have to amend the budget next month to cover this. Discussed stipends for the WH firefighters, which were not paid in 2014. Discussed using the 2015 budget to pay them and John will have the accountant cut checks. We'll have to amend the 2015 budget to have funds to pay 2015 stipends.

B. Audit proposals for audit of 2014 financial reports:

John reviewed the two proposals that were given to us. Hafen Buckner was lower than Savage & Esplin on their maximum cost. Both were on an hourly rate. John moved to hire Hafen Buckner to do our audit, second by Jaron, approved unanimously.

John discussed that the need for the audit was because of the cost of building the WH Fire Station, which put us over the threshold to be audited. In December 2013, the Board had required the DV Fire Department to pay for a reviewed financial, that was required because of the income from the DV Wildlands program.

C. Report on additional items needed for the WH Fire Station:

Don Ruesch reported that WH Department prefers to use the existing budget to cover additional items needed. John stated that he would prefer to fund what we need out of the WH construction loan, since the WH budget does not have a lot of funds available to pay for these things. It was agreed that the Board can decide next month, when we amend the budget, how much to allocate from the loan for these expenses.

D. Report on research of pricing/costs to purchase a structure/type III dual-purpose truck for DV Fire Department: Chief Theobald reported that he has not found anything of interest yet. He will continue to research it and get us a projected price for next month's meeting.

E. Discussion/approval of UFDGA grant applications: John moved that both departments can proceed with applications, Jaron seconded, approved unanimously.

- F. Discussion/approval of Memorandum of Understanding with State of Utah: Chief Theobald discussed that the State has canceled the past MOU and is requesting that each department sign a new MOU. Jaron moved to authorize Chief Theobald to execute the new MOU, John seconded, Larry had several questions about the MOU which were answered by the Chief, approved unanimously with the understanding that the Board is committed to approving policies and procedures at the May meeting.
- G. SWSSD electronic record keeping and computer: put on next month's agenda.
- H. Schedule another work meeting for policies and procedures manual: April 9, 7 pm, at DV Fire Station. April 15, 7 pm, at WH Fire Station.
- V. Fire Chiefs monthly reports:
 - A. Diamond Valley: Chief Theobald reported that 3 firefighters completed additional training. 3 firefighters are testing this month. Training scheduled this month. Completed in-house Wildland refresher training. No calls responded to in March.
 - B. Winchester Hills: Assistant Chief Ruesch reported no calls since last meeting.

Next meeting May 7, 2015, 7 pm, at the Winchester Hills Fire Station

Motion to adjourn by John, seconded by Jaron, approved unanimously.